

County of Marin Community Service Funding Request Guidelines

- 1) The proposed project must provide benefit to Marin County residents
- 2) An online application is required for all grant requests
- 3) Requesting organizations/agencies must:
 - a) Have a current nonprofit 501c3 or tax-exempt status
 - b) Be able to provide a complete W-9 form or be a current vendor with the County
- 4) Organizations that receive County funds through other means may only receive Community Service funds for a one-time project or emergency need. As such, recurring requests for ongoing programming needs are discouraged.
- 5) Grant requests may be no less than \$1,000 and no greater than \$10,000. The funding amount recommended to the Board of Supervisors is determined by the County Administrator and may be less than the total requested by applicants. For this reason, applicants will be required to demonstrate that other funding sources exist to ensure project viability.
- 6) Requested funding amount should be equal to or less than 50% of the total project cost
- 7) Organizations may submit more than one application. Please note that the total amount allocated to any organization will not exceed \$10,000 per cycle.
- 8) Applicants are required to provide budget information for their request by including a project budget within the online application
- 9) Applications deemed complete will be accepted into the review process and posted on the County website. The posted versions will not disclose private information, as indicated on the application.
- 10) Applications deemed complete, as determined by the County Administrator, will be presented to the Board of Supervisors at a regular public meeting of the Board, and acted on at a subsequent meeting
- 11) Applicants and any member of the public may address the Board at either proceeding
- 12) The Community Service Fund program follows the County fiscal year, which is July 1 – June 30. The two application periods are: July 1-September 30 and January 1-March 31. At the discretion of the CAO, a request that is time-sensitive and needs to be considered outside the application period can be recommended for funding at a regularly scheduled Board meeting.
- 13) Public recognition should be made to the County of Marin.
- 14) Any unallocated funding will be returned to the General Fund following the close of the fiscal year